JOB DESCRIPTION
RECORDS MANAGER

Job Title: **Records Manager**

Pay Grade: **25**

FLSA: **Exempt**

Job Code: **RM100**

Effective Date: **December 2014**

Revision Date: **December 2014**

NATURE OF WORK

Under limited supervision, manages the preservation of the County's records and information management program, development, implementation, administration, and maintenance of this program. Establishes overall direction; and in conjunction with the IT Manager, plans, develops and implements electronic records software and records management component of other electronic systems throughout the County.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs Records Management program activities and functions, including database management, applications development, client services, and data development and analysis.

- Maintains and ensures the integrity, security, and effective performance of County records program. Ensures that Records projects meet objectives by planning all project phases; works with user departments and outside agencies to develop project objectives and scope of work; analyzes progress of Records, and recommends and coordinates corrective actions; evaluates trends, anticipates problems, and reports on performance and status of projects.

- Researches, evaluates, and implements technology projects involving the development, modification, and upgrade of the County's information infrastructure, computer systems, and/or related equipment. Trains and coach County staff in program usage.

- Plans, schedules, and prioritizes records activities and projects to ensure accomplishment of goals and objectives; reviews the work of assigned staff to ensure the work quality and timely completion of assigned duties and responsibilities.

- Provides for the preservation, maintenance, and retrieval of essential archival, and permanent records.

- Develops and administers the County's record retention and disposition schedules; monitors and maintains compliance with regulations governing the management of departmental records.

- Represents the records functions to other County departments, elected officials, and external agencies; directs the coordination of records activities with outside agencies and organizations.

- Oversees special records projects; provides leadership, direction, and guidance in Records implementation strategies and procedures; ensures effective communication of strategies and issues; provides leadership in the deployment of records technology.

- Manages budget preparation and administration of the electronic records management and archival system; approves requests for software, supplies and equipment; monitors and controls expenditures; compiles and analyzes a variety of reports and usage statistics.

- Assist the Public Disclosure Officers and Legal staff in support of legal discovery requests.

- Reviews and oversees quality control procedures to assure integrity of the records database and accurate consolidation of data sets.

- Serves as subject matter expert on the records program; prepares special and recurring reports and proposals for projects, hardware, software and other records development plans.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:
Work is performed in a standard office environment and frequent use of a personal compute; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds. Work is performed in a standard office environment and involves light physical demands

EMPLOYMENT STANDARDS:
Bachelor's degree in Information Sciences, Library Sciences, Business or Public Administration, or a related field; AND Five (5) or more years of professional related experience in information and/or records management including management of automated and manual retention /preservations processes.

A valid Driver's License is required.

Pass criminal background check.

KNOWLEDGE AND SKILLS REQUIRED:
Knowledge of:
- County policies and procedures.
- Knowledge of Washington State laws and rules of procedure related to records management, inventory and retention.
- Project management planning principles, tools, and techniques.
- Principles of records management concepts, theories and practices.
- Ability to research and analyze complex information and prepare clear verbal and written reports.
- Principles and capabilities of computer systems, including networked environments and peripheral devices.
- Administration and maintenance principles of network operating domains, relational databases, and specialized software applications.
- Database systems integration, quality assurance procedures, and documentation of data sets.
- Database management principles, spreadsheet, word-processing and email programs.
- System access and security guidelines and procedures.
- Principles of administrative management, including personnel rules, strategic planning, budgeting.
- Windows interface and Microsoft Windows, Access, Word, Excel and Outlook are required.

Skills in:
- Analyzing complex data and information systems problems, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Analyzing technical issues with electronic record management, evaluating alternatives and developing solutions based on findings.
- Assessing, analyzing, identifying, and implementing solutions to technical problems.
- Managing multiple projects, and prioritizing multiple tasks and demands.
- Presenting information in public and interagency meetings.
- Monitoring and maintaining compliance with regulations governing the maintenance of records.
- Understanding and working with data from multiple public and private sources.
- Compilation, analysis, and presentation of technical and statistical information in reports.
- Interpreting technical instructions and analyzing complex variables.
- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining technical records and files.
- Administering and maintaining compliance paper and electronic records management systems.

- Establishing and maintaining effective working relationships with other agencies and other County employees.
- Communicating effectively verbally and in writing.
- Relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.
- Maintaining confidentiality.